



## Direct Deposit

We're pleased to offer you a new payday convenience — *Direct Deposit*. Now, you can have your paycheck automatically deposited in your checking and/or savings account on payday. And, you don't have to change your present banking relationship to take advantage of this service.

### Direct Deposit will help you in many ways.

- ✓ Save trips to your financial institution.
- ✓ Save time depositing your checks — no waiting in long lines on payday.
- ✓ Eliminate the possibility of lost, stolen, or forged checks.
- ✓ Deposit your money faster — reducing the possibility of overdrafts.
- ✓ Deposit your money, even if you're on vacation, sick, or away on business.

### Here's how Direct Deposit works:

On payday you'll receive an earnings statement which shows gross pay, taxes, other deductions, and net pay. Your money will be deposited in your account. The Amount of the deposit will appear on your bank statement.

We believe you'll like the added convenience of having your net pay automatically deposited for you. Direct Deposit is safe, convenient, and easy. To take advantage of this service, please complete the attached authorization form and return it to the Payroll Department.

**The authorization form below gives your company and your financial institution the authority to deposit your pay to your account. Simply complete the form to take advantage of Direct Deposit.**

1. Mark the account-type box to indicate whether your pay should be deposited to your checking or savings account.
2. Fill in your name, name and location of your financial institution, and the date.
3. Attach a **voided check** for verification of all financial institution information. If you're unable to attach a voided check, please fill in your transit/routing number and account number.
4. Be sure to sign the form!

**EMPLOYEE'S AGREEMENT** — Please fill out the Agreement on the reverse side and return to the Payroll Department